

SELF SERVICE CENTER
INSTRUCTIONS and PROCEDURES TO PETITION
FOR POST-DECREE MEDIATION

STEP 1 Select the correct petition

Use the “***Petition for Post-Decree Mediation***” and “***Certificate of Service***” if you are requesting Mediation by yourself, not jointly with the other party.

OR Use the “***Joint Petition for Post-Decree Mediation***,” if both parties want to go to mediation and both parties will sign the Joint Petition.

STEP 2 Complete the Petition and Order

Using black ink only, type or neatly print the information requested in the top, left-hand corner of the document, ***unless***:

- **The other party does not know your current address; AND**
- **You do not want the other party to know your current address; AND**
- **There is a current Order of Protection in force; AND**
- **You requested that your address be protected on that Order.**

If all of the above are true, write “**protected**” in the space where the Court asks for your contact information and tell the Clerk of the Court your address and phone number at the time of filing so the Court can get in touch with you.

NOTE: If you are a victim of domestic violence, and you do not want your address to be known to protect yourself or your children, **you must file a “*Petition for an Order of Protection*”** and ask that your address **not** be disclosed to avoid having to put your address and phone number on these or other court papers given to the other party.

If your case has an ATLAS number, write it on the line provided. Check the box to indicate whether you are represented by an attorney. If so, complete the attorney information section.

Then, write in the case number in the space provided at the top right portion of the form. Your case number begins with “**D**”, “**DR**”, or “**FC**”. This is the file number of your divorce, paternity, or family court case.

Write in the name of the Judge currently assigned to your case.

STEP 3 Complete the caption of the case as it appears on the court papers previously filed in this case. If you are the Petitioner in your pre-existing case in this Court, you stay Petitioner. If you were the Respondent, you are the Respondent here also.

STEP 4 Fill in the Petition

1. **Check the box** that tells the court whether you are Divorced or have had Paternity established or “Other” Court Order entered, such as for Grandparent Visitation.
- OR**
2. **Check the box** that tells the court you are already divorced and whether you now have a disagreement and your parenting-plan requires you to attend mediation before filing papers with the Judge.
3. **Check the box** that tells the court whether you and the other party have tried mediation before in this case.
4. **Describe** the disagreement between you and the other party. Be brief. Be specific.

5. **Complete** the information about the other Party. You must be able to provide the current address for the other party to use the mediation services of the Court.
6. Sign and date the *"Petition for Post-Decree Mediation."*

STEP 5 Select and Complete Either the "Petition" or "Joint Petition" "for Post-Decree Mediation".

STEP 6 Making Copies / Filing Papers.

If filing the *"Joint Petition"*:

- Get BOTH parties' signatures on the form.
- Make three copies.
- File the original and copies with Conciliation Services.
- Conciliation Services will then send an Order to Appear for a scheduled mediation session.

STOP! If you are filing the Joint Petition, you are done. The instructions below do not apply if filing jointly.

If you are unable to get the notarized signature of the other party on the *"Joint Petition"*, use the *"Petition for Post-Decree Mediation"*:

1. **Fill out and make three copies** of the *"Petition for Post-Decree Mediation"*.
2. **Mail or Deliver** one copy of the *"Petition for Post-Decree Mediation"* to the other party.
3. **Keep** one copy for your records.
4. **Deliver** the following to the Conciliation Services office at either the Mesa or downtown Phoenix Courthouse location:
 - the original and one copy of the *"Petition for Post-Decree Mediation"*, **AND**
 - *one copy of your divorce decree or other court order that requires you to participate in mediation before filing a court case for custody or parenting time, AND*
 - ***Either:***
 - a) a ***"Certificate of Service"*** completed and signed by you, stating when and how you delivered a copy of your Petition for Post Decree Mediation to the other party or their attorney, **OR**
 - b) an ***"Acceptance of Service,"*** with the notarized signature of the other party stating they received their copy. Available from the Self Service Center or from the web at: <http://superiorcourt.maricopa.gov/ssc>

CONCILIATION SERVICES ADDRESSES

Central Court Building
201 West Jefferson, 3rd floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

If mediation is scheduled, you and the other party will receive an ***“Order to Appear and Attend the Mediation”*** from the Conciliation Services Office.

Note: You must have a case in this Court involving the children who are the subject of this dispute to use the mediation services provided by the Court. If you do not, you may still benefit from the services of a private mediator. See below for additional information on private mediation / dispute resolution.

Do not copy
or file this page